LANDSCAPE INSPECTOR

DEFINITION

To inspect and monitor landscape improvements on municipal public works facilities and private construction projects involving irrigation systems, planting, playground equipment, masonry walls, concrete paving, and fencing; to oversee the work of contractors performing various landscaping projects and landscape maintenance services to ensure work is performed in conformance with contract specifications; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Landscape Inspector series and performs the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. May exercise technical guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Conduct field inspections of work performed by outside contractors performing various landscape maintenance and installation projects to ensure compliance with plans and specifications; inform supervisor of any needed amendments and/or construction adjustments.

Make field corrections as needed using the project punch list; follow-up to verify corrections were made in accordance with approved specifications.

Review construction methods and materials used by contractors and report to supervisor any work being done outside of approved plans and specifications; recommend work stoppage for non-compliance as necessary.

Prepare daily project status reports on work progress to facilitate payment to contractors.

Monitor projects to ensure contractors finish in a timely manner and within budget.

Assist the parks and open space divisions by facilitating final acceptance of parks and open space areas for turn over to city's responsibility, including verification of as-built reports, utilities, warranties, bond releases, and other related close-out documentation.

Receive and resolve customer complaints and contractor issues; respond to emergency situations in off-hours as required.

CITY OF CHULA VISTA Landscape Inspector

Observe safe work methods and use safety equipment; secure worksites from traffic hazards as necessary.

Operate City vehicles skillfully and safely.

Keep work related records and prepare correspondence and reports using a computer.

Assist in the instruction and training of less experienced staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Practices and techniques of landscape inspection.

Methods, materials, equipment, and practices related to irrigation systems operations and maintenance, time clocks, valves, and controls.

Landscape plan checking and specifications.

Pertinent Federal, State, and local laws, codes, regulations, ordinances, and departmental policies related to assignment.

Computer equipment and software applications related to assignment.

Safe work methods and safety regulations pertaining to the work.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform field inspections.

Read and interpret landscape and irrigation plans.

Detect and locate faulty materials and workmanship.

Enforce specifications on landscape installation and maintenance contracts.

Follow pertinent rules, laws, ordinances, city policies and procedures related to area of assignment.

Respond to complaints; work overtime and off-hours shifts as needed.

Perform work in accordance with safety regulations, guidelines, and practices.

Keep work related records and prepare reports using a computer.

Use initiative and sound independent judgment within established guidelines.

Drive City vehicles observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in the inspection and supervision of landscape management projects, preferably in a municipality, city or county.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level coursework in landscape construction/inspection, landscape design and installation techniques, and horticulture.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections. See in the normal vision range with or without correction to read typical business documents, computer screens,

blueprints, and drafting plans; hear in the normal range with or without correction to communicate with contractors and staff in person or over a radio or telephone.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and work on trenches on slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

7/04